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INVENTORY OF
FEDERAL ARCHIVES
IN THE STATES

SERIES XVI
FARM CREDIT ADMINISTRATION
NO. 20
MASSACHUSETTS

NATIONAL ARCHIVES PROJECT
WORKS PROGRESS ADMINISTRATION

INVENTORY OF FEDERAL ARCHIVES IN THE STATES

Prepared by

The Survey of Federal Archives
Division of Women's and Professional Projects
Works Progress Administration

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SERIES XVI. FARM CREDIT ADMINISTRATION
NO. 20. MASSACHUSETTS

Boston, Massachusetts
The National Archives Project
1939

The Survey of Federal Archives

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PREFACE

The Inventory of Federal Archives in the States is one of the products of the work of the Survey of Federal Archives, which operated as a nation-wide project of the Works Progress Administration from January 1, 1936 to June 30, 1937, and has been continued in Massachusetts since that date as a state project of that Administration.

The plan for the organization of the Inventory is as follows: Series I consists of reports on the administration of the Survey, acknowledgments, and general discussions of the location, condition, and content of federal archives in the states. Succeeding series contain the detailed information secured by workers of the Survey, in inventory form, a separate series number being assigned to each of the executive departments (except the Department of State) and other major units of the Federal Government. Within each series No. 1 is a general introduction to the field organization and records of the governmental agency concerned; the succeeding numbers contain the inventory proper, separate numbers being assigned to each state in alphabetical order. Thus, in each series, the inventory for Alabama is No. 2, that for Arizona No. 3, that for Arkansas No. 4, etc.

For each local office information regarding each series, or unit of related records, is presented in the following order: title, inclusive dates ("to date" indicating an open file at the time the information was secured), general description of informational content, description of the system of filing or indexing (if any), a statement of frequency and purpose of use, form of the record itself (bound volumes, sheets in folders, etc.), linear footage, description of the containers, physical condition of the records (not stated if satisfactory), location by room number or other identifying information, and finally, the number of the Form 58SA on which this information was originally recorded by a Survey worker and from which it was abstracted for the Inventory. This form is on file in The National Archives. When it contains substantial information on addenda sheets which has not been included in the mimeographed abstract, indication of this **is** given by use of the reference "See addenda."

In Massachusetts the work of the Survey has been under the direction of Mr. J.W. McElroy. This Inventory of the records of the Farm Credit Administration in Massachusetts was prepared in the Boston office of the Survey and was edited before final typing by Mr. L.J. Darter, Jr. of the Division of Agriculture Department Archives of The National Archives.

J. W. McElroy
Formerly Regional Director
of the Survey of Federal
Archives and Supervisor of
The National Archives Project
in Massachusetts

Boston, Massachusetts
January 25, 1939

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FARM CREDIT ADMINISTRATION

SPRINGFIELD

EMERGENCY CROP AND FEED LOAN SECTION

DISTRICT OFFICE

Realty Bldg., 145 State St.

This office was established in the spring of 1932. The district it serves comprises all the New England States and the States of New York and New Jersey. All its records are in good condition and accessibly kept in modern equipment.

1. ACCOUNTING RECORDS, July 1, 1932 - Mar. 16, 1934. Inactive accounting records of business transactions of this office. Filed chronologically. (Rarely, official.) $17\frac{1}{2}$ x $26\frac{3}{4}$ loose-leaf books, 3 ft., on steel shelf. R. 809. (1480)
2. INACTIVE CORRESPONDENCE, July 1, 1932 - Mar. 16, 1934. Filed alphabetically. (Never.) 9 x 12 folders, 8 ft., in 4 drawers of steel filing case. R. 815. (1544)
3. CORRESPONDENCE, July 1, 1932 to date. Relative to legal matters in connection with loans, etc. Filed alphabetically. (Daily, official.) 9 x 12 folders, 5 ft., in 3 drawers of steel filing case. Attorney's Office. (1479)
4. CORRESPONDENCE, July 1, 1932 to date. Relative to business of regional manager's office. Filed alphabetically. (Daily, official.) 9 x 12 folders, 2 ft., in 2 drawers of steel filing case. R. 813. (1481)
5. DISAPPROVED LOANS, July 1, 1932 to date. Records of disapproved requests for loans. Filed alphabetically. (Rarely, official.) 9 x 12 folders, 31 ft., in 16 drawers of steel filing cases. R. 815. (1497)
6. TEMPORARY RECEIPTS, July 1, 1932 to date. Forms 101, receipts for payments on loans. Filed alphabetically. (Daily, official.) 3 x 8 cards, 14 ft., in 6 drawers of steel card cabinet. R. 815. (1496)
7. CLOSED LOAN RECORDS, July 1, 1932 to date. Records of loans now closed. Filed numerically. 3 x 5 card index, 16 ft. (Rarely, official.) 9 x 12 folders, 78 ft., in 40 drawers of steel filing cases. R. 815. (1543)

8. ACTIVE LOAN RECORDS, July 1, 1932 to date. Records of active loans. Filed numerically. Form 331, 3 x 5 card index, 16 ft. (Daily, official.) 9 x 12 folders, 63 ft., in 32 drawers of steel filing cases. R. 815. (1540)
9. FIELD SUPERVISORS' REPORTS, July 1, 1932 to date. Forms S-100 and S-101, semimonthly reports, from field supervisors on investigations. Filed chronologically. (Daily, official.) 9 x 12 folders, 1 ft., in 4 transfer cases. R. 815. (1545)
10. PERSONNEL RECORDS, Mar. 1, 1934 to date. Forms FCA 122, 181-ECL, and 274, applications for leaves of absence, recommendations to the Governor for appointments, oaths of office, applications, and personal history statements. Filed alphabetically. 5 x 8 card index, 6 in. (Frequently, official.) 9 x 12 folders, 3 ft., in 2 drawers of metal filing case. R. 814. (1486)
11. LOAN APPLICATIONS AND DAILY REPORTS, Mar. 1, 1934 to date. Form 303-ECFL, block ticket, listing approved applications for loans; also related correspondence and reports. Filed alphabetically. (Daily, official.) 9 x 12 folders, 4 ft., in 3 drawers of steel filing case. R. 815. (1493)
12. WORK SHEETS AND SCHEDULES, Mar. 1, 1934 to date. Forms 1044, 1064, and H-109: schedules of collections, disbursements, and balances on loans. Filed numerically. (Daily, official.) 9 x 12 folders, 3 ft., in 10 transfer cases. R. 814. (1487)
13. DAILY COLLECTION REPORTS, Mar. 16, 1934 to date. Forms 113, daily collection reports and summaries of cumulative controls relative to collateral. Filed chronologically. (Daily, official.) $9\frac{1}{2}$ x $13\frac{1}{2}$ loose-leaf books, 6 in., in top of desk. R. 815. (1495)
14. GENERAL CORRESPONDENCE, Mar. 16, 1934 to date. Pertaining to administrative and functional details of this office. Filed alphabetically. (Daily, official.) 9 x 12 folders, 18 ft., in 10 drawers of steel filing cases. R. 815. (1491)
15. LOAN RECORDS, Mar. 16, 1934 to date. Form 309 (ECFL), loan disbursement and clearance record. Filed chronologically. (Daily, official.) $9\frac{1}{2}$ x $13\frac{1}{2}$ loose-leaf books, 1 ft. 2 in., on top of desk. R. 815. (1546)
16. FINANCE RECORDS, Mar. 16, 1934 to date. Forms ECL 115, 111, 114, and Forms 6599, loan collection clearance record, cumulative control of daily collection abstracts, list of items deposited, and certificate of deposit in checking account. Filed numerically. (Daily, official.) $16\frac{1}{2}$ x $27\frac{1}{2}$ loose-leaf books, 3 ft., in 2 drawers of metal filing case. R. 814. (1489)
17. DAILY LENDING REPORTS, Mar. 16, 1934 to date. Form 310 (ECL), daily record of loans made. Filed chronologically. (Daily, official.) $9\frac{1}{2}$ x $13\frac{1}{2}$ folders, 6 in., on top of desk. R. 815. (1494)

18. VOUCHERS, Mar. 16, 1934 to date. Forms 1034 and 1034A, vouchers for purchases. Filed alphabetically. (Daily, official.) 9 x 12 folders, 3 ft., in 2 drawers of metal filing case. R. 814. (1490)

19. NOTES, Mar. 18, 1934 to date. Forms 3 E.C.F.L., promissory notes. Filed alphabetically. (Daily, official.) 5 x 8 folders, 18 ft., in 10 drawers of steel filing cases. R. 814. (1482)

20. DISBURSEMENTS, Mar. 30, 1934 to date. Daily summary of disbursements. Filed numerically. (Daily, official.) $17\frac{1}{2}$ x $26\frac{3}{4}$ loose-leaf books, 6 in., on top of desk. R. 814. (1483)

21. DEBIT CARDS, Apr. 1, 1934 to date. Forms H-106, and H-106A, record of crop loans. Filed geographically. (Daily, official.) 3 x $7\frac{1}{4}$ cards, 55 ft., in 40 drawers of steel filing cases. R. 814. (1488)

22. DROUGHT LOAN REPORTS, June 1, 1934 - June 1, 1935. Form H-401, record of loans made in drought areas. Filed chronologically. (Never.) $9\frac{1}{2}$ x $13\frac{1}{2}$ loose-leaf books, 6 in., in drawer of steel filing case. R. 815. (1493)

23. COLLECTION LEDGERS, Nov. 16, 1935 to date. Recording collections made on loans. Filed alphabetically. (Daily, official.) $16\frac{1}{2}$ x $27\frac{3}{4}$ loose-leaf books, 1 ft. 3 in., in steel vault. R. 814. (1485)

FARM CREDIT DISTRICT NO. 1

GENERAL AGENT

Federal Land Bank Bldg., 310 State Street

Farm Credit Administration offices were established at Springfield in 1933 to serve district 1, which comprises the states of New England, New York, and New Jersey. This organization took over old units of Farm Credit; and it now consists of the Federal Land Bank, the Federal Intermediate Credit Bank, the Production Credit Corporation, and the Bank for Cooperatives. The general agent, nominated by the governor of the FCA, coordinates and administers the services of these units.

The Federal Land Bank, established in 1917, became a unit of the Farm Credit Administration in 1933. Its object is to make loans to farmers who are members of national farm credit associations, which associations indorse its members' obligations to Federal land banks. Funds for Federal bank loans are obtained direct from the investing public by the sale of Federal land bank bonds.

The Federal Intermediate Credit Bank, established at Springfield in 1923, became affiliated with the Farm Credit Administration in 1933. This bank makes loans to and discounts commercial paper for production credit associations, bank for cooperatives, state and national banks, agricultural credit corporations, livestock loan companies, and similar financing institutions. It also makes loans to cooperative associations of agricultural producers. It is not authorized to make loans directly

to individual farmers and stockmen, and chiefly operates as a bank of discount for institutions making such loans for agricultural purposes.

The Production Credit Corporation was organized and chartered under the Farm Credit Act of 1933 to provide short-term credit for general agricultural purposes. Money lent by the Productive Credit Corporation comes direct from the investing public through the sale of debenture bonds of the FICB. Bonds are backed by obligations of the individual farmers who obtain the original loans and by the assets of the bank, but carry no Government guarantee or endorsement.

The Bank for Cooperatives was established in Springfield in 1934 for the purpose of making loans for working capital or to finance permanent facilities or equipment. The loans include commodity loans, operating capital loans, effective merchandising loans, and physical facility loans. Records of this bank were not reported.

Federal Land Bank

24. ASSIGNMENT RECORDS, Oct. 1, 1917 - Dec. 30, 1935. Assignments of collective securities from the Federal Intermediate Credit Bank to the registrar of the Federal Land Bank. Filed chronologically. (Never.) 6 x 16 $\frac{1}{2}$ bundles, 27 ft., on 17 open wooden shelves. Storage Room, basement. (1290)

25. WITHDRAWAL ADVICES, Sept. 29, 1924 to date. Forms BC-121, requests to the Federal Land Bank by the Bank for Cooperatives for the withdrawal of deeds, mortgages, securities, etc., pledged. Filed chronologically. (Daily, official.) 7 $\frac{3}{4}$ x 8 papers, 2 ft., in drawer of steel filing case. Registrar's Office. (1516)

26. APPLICATIONS FOR ASSIGNMENTS, Sept. 30, 1924 to date. FIBC Forms 50A, applications for the assignment of notes, from the Production Credit Corporation to the Federal Land Bank. Filed numerically. (Daily, official.) 8 $\frac{1}{2}$ x 14 folders, 26 ft. 6 in., in 13 drawers of steel filing cases. Registrar's Office. (1514)

27. WITHDRAWALS OF ASSIGNMENTS, Sept. 30, 1924 to date. Applications to withdraw from the Federal Land Bank collateral security that this bank secured from the Production Credit Corporation. Filed chronologically and numerically. (Daily, official.) 8 $\frac{1}{2}$ x 14 folders, 22 ft., in 10 drawers of steel filing cases. Registrar's Office. (1515)

28. FEDERAL LAND BANK MORTGAGES, Sept. 30, 1924 to date. Records of deliveries of collateral by the agent of the Land Bank Commissioner to the Federal Land Bank; requests by the agent of the Land Bank Commissioner to the Federal Land Bank to deliver collateral as described in schedules. Filed alphabetically. (Daily, official.) 7 $\frac{1}{2}$ x 9 $\frac{1}{2}$ folded papers, 212 ft., in 150 drawers of steel filing cases. Registrar's Office. (1517)



29. FEDERAL FARM MORTGAGES, Sept. 30, 1924 to date. Records of mortgages and notes assigned to the Federal Farm Mortgage Corporation, and registered with the Federal Land Bank. Filed alphabetically. (Daily, official.) $7\frac{1}{2}$ x $8\frac{1}{2}$ folded papers, 114 ft., in 50 drawers of steel filing cases. Registrar's Office. (1518)

30. ADDITIONAL COLLATERAL, Sept. 30, 1924 to date. Record of additional collateral received on promissory notes of Production Credit Associations, purchased by the Federal Land Bank. Filed alphabetically. (Daily, official.) $4\frac{3}{4}$ x 11 envelopes, 7 ft., in 2 pasteboard boxes. Registrar's Office. (1510)

31. PROMISSORY NOTES, Sept. 30, 1924 to date. Assigned to the Federal Land Bank through Productive Credit Associations and the Federal Intermediate Credit Bank. Filed alphabetically. (Daily, official.) 4 x $8\frac{1}{2}$ papers, 24 ft., in 12 drawers of steel filing cases. Registrar's Office. (1511)

32. ADVICES, Sept. 30, 1924 to date. To registrar of the Federal Land Bank showing dates of notes, amounts loaned, and dates payments made. Delivery is made to the registrar by the Bank for Cooperatives. Filed chronologically. (Daily, official.) $7\frac{3}{4}$ x 8 papers, 2 ft., in drawer of steel filing case. Registrar's Office. (1512)

33. FIELD APPRAISERS' REPORTS AND CORRESPONDENCE, Jan. 1, 1930 to date. Filed alphabetically. (Daily, official.) 9 x 15 folders, 7 ft., in 3 drawers of steel filing case. Appraiser's Office, 1st floor. (1562)

34. GENERAL CORRESPONDENCE, Jan. 1, 1930 to date. Correspondence with the Farm Credit Administration, Washington, D.C. Filed alphabetically. (Daily, official.) 9 x 15 folders, 2 ft., in drawer of steel filing case. Appraiser's Office, 1st floor. (1563)

35. NEW YORK STOCK BANK REPORTS AND CORRESPONDENCE, Jan. 1, 1930 to date. Reports and correspondence with the New York Stock Bank pertaining to credits and appraisals. Filed alphabetically. (Daily, official.) 9 x 15 folders, 2 ft., in drawer of steel filing case. Appraiser's Office, 1st floor. (1561)

Federal Intermediate Credit Bank

36. DEAD CORRESPONDENCE, Nov. 1, 1923 - Dec. 1, 1931. Inactive correspondence concerning business of this office. Filed alphabetically. (Never.) 9 x 15 folders, 48 ft., in 24 pasteboard boxes. Storage Room, 3d floor. (1500)

37. DAILY JOURNAL, Nov. 1, 1923 - Jan. 1, 1934. Daily record of business transactions. Entered chronologically. (Rarely, official.) 9 x $14\frac{3}{4}$ loose-leaf books, 2 ft., in pasteboard box. Storage Room, 3d floor. (1503)



38. BORROWERS' FOLDERS, Nov. 1, 1923 to date. PCA Forms 517, 170, and 160, record of borrowers' business transactions with this office. Filed alphabetically. (Daily, official.) 9 x 15 folders, 575 ft., in 291 drawers of metal filing cases. Main Office, 3d floor. (1549)

39. CANCELLED CHECKS, Nov. 1, 1923 to date. Representing amounts paid to borrowers on loans. Filed numerically. (Rarely, official.) 5 x 10 loose papers, 136 ft., in 68 pasteboard boxes. Storage Room, 3d floor. (1502)

40. RECORD OF NOTE MAKERS' LIABILITIES, Nov. 1, 1923 to date. Filed alphabetically. (Daily, official.) 8 x 10 cards, 8 ft., in 7 steel posting trays. Main Office, 3d floor. (1548)

41. BOOKKEEPING RECORDS, Nov. 1, 1923 to date. Various bookkeeping records relative to loans made and payments received by this office. Filed alphabetically. (Rarely, official.) Various sized vols., loose-leaf books, and bundles, 6 ft., on top of filing cabinet. Storage Room, 3d floor. (1504)

42. CORRESPONDENCE, Nov. 1, 1923 to date. Relative to business transactions of the credit department of this bank. Filed alphabetically. (Daily, official.) 9 x 15 folders, 3 ft., in drawer of metal filing case. Main Office, 3d floor. (1526)

43. PERSONNEL AND PAY ROLL RECORDS, Nov. 1, 1923 to date. Personnel and pay roll records of employees of this bank. Filed alphabetically. (Daily, official.) 9 x 15 folders, 2 ft., in drawer of steel filing case. Main Office, 3d floor. (1521)

44. REPORTS, Jan. 21, 1924 to date. Forms 1343, FCA-189-F & R, and 1395, various reports on finances, debentures, and collateral; also, directors' weekly and monthly reports. Filed alphabetically. (Daily, official.) 9 x 15 folders, 3 ft., in 2 drawers of steel filing case. Main Office, 3d floor. (1547)

45. INACTIVE APPRAISERS' FOLDERS, Jan. 1, 1930 - Dec. 28, 1932. Reviewing appraisers' inactive reports and correspondence. Filed alphabetically. (Never.) 9 x 15 folders, 1 ft., in drawer of steel filing case. Main Office, 3d floor. (1520)

46. JOURNAL TICKETS, REPORTS, AND WORKING PAPERS, Aug. 11, 1930 to date. Miscellaneous data, reports, and working papers. Filed chronologically. (Daily, official.) $8\frac{1}{2}$ x 14 loose-leaf books, 4 ft., in 2 drawers of steel filing case. Main Office, 3d floor. (1541)

47. CREDIT REPORTS AND MONTHLY STATEMENTS, Aug. 11, 1930 to date. Credit reports and financial statements of cooperative agencies. Filed alphabetically. (Daily, official.) 9 x 15 folders, 2 ft., in drawer of steel filing case. Main Office, 3d floor. (1560)



48. TRIAL BALANCE LEDGER, Dec. 2, 1930 to date. Daily summaries of corporation transactions submitted to Farm Credit Administration, Washington, D.C. Filed chronologically. (Daily, official.) 12 x 15 $\frac{1}{2}$ loose-leaf books, 2 ft., on top of desk. Main Office, 3d floor. (1555)

49. KENDUSKEAG CORPORATION BOOKS, Sept. 11, 1931 - Oct. 1, 1934. Miscellaneous records of Konduskeag Corporation which was associated with Production Credit Corporation. Filed alphabetically. (Never.) Various sized vols., folders, loose-leaf books, and bundles, 4 ft., in pasteboard box. Storage Room, 3d floor. (1505)

50. GENERAL LEDGER, Jan. 2, 1932 to date. Financial record of all business transacted by this bank. Entered chronologically. (Daily, official.) 10 x 12 $\frac{1}{2}$ loose-leaf books, 2 ft., on top of desk and in steel vault. Main Office, 3d floor. (1527)

51. CASH REMITTANCE LETTERS, Jan. 1, 1933 to date. Forms PCA-100, cash remittance letters received from various production credit associations. Filed alphabetically. (Daily, official.) 9 x 15 folders, 2 ft., in drawer of steel filing case. Main Office, 3d floor. (1554)

52. COLLATERAL TRANSMITTAL LETTERS, Jan. 1, 1933 to date. FICB Form 501. Filed alphabetically. (Daily, official.) 9 x 15 folders, 2 ft., in drawer of steel filing case. Main Office, 3d floor. (1556)

53. CASH JOURNAL, Nov. 1, 1933 to date. Daily record of cash received and disbursed. Entered chronologically. (Daily, official.) 14 $\frac{3}{4}$ x 17 loose-leaf books, 1 ft. 6 in., on wooden shelf. Main Office, 3d floor. (1552)

54. BORROWERS' FOLDERS, PAID LOANS, Jan. 1, 1934 to date. Forms PCA 116-G2, and 100, record of paid loans. Filed alphabetically. (Daily, official.) 9 x 15 folders, 55 ft., in 28 drawers of steel filing cases. Storage Room, 3d floor. (1542)

55. CLOSED AROOSTOOK COUNTY LOANS, Jan. 1, 1934 to date. Record of loans made to persons in Aroostook County, Maine, on which full payment has been received. Filed alphabetically. (Daily, official.) 9 x 15 folders, 39 ft., in 20 drawers of steel filing cases. Storage Room, 3d floor. (1498)

56. BORROWERS' RECEIPTS, Jan. 1, 1934 to date. Forms PCA 109, receipts for payments on loans; also, memoranda of notes pledged by production credit associations with Federal Intermediate Credit Bank. Filed alphabetically. (Daily, official.) 3 $\frac{1}{2}$ x 8 $\frac{1}{2}$ cards, 30 ft., in 14 drawers of steel filing cases in vault. Main Office, 3d floor. (1550)

57. APPLICATIONS, Jan. 1, 1934 to date. FICB Forms 501, applications for withdrawal of collateral. Filed alphabetically. (Rarely, official.) 7 x 10 $\frac{1}{4}$ papers, 4 ft., in pasteboard box. Storage Room, 3d floor. (1499)

58. GENERAL CORRESPONDENCE, Jan. 1, 1934 to date. Pertaining to business of the collection office. Filed alphabetically. (Daily, official.) 9 x 15 folders, 2 ft., in drawer of steel filing case. Main Office, 3d floor. (1553)

59. COPIES OF DAILY DEPOSIT TICKETS, Jan. 1, 1934 to date. Showing amounts of money deposited daily in banks by this agency. Filed chronologically. (Daily, official.) $14\frac{3}{4}$ x 17 loose-leaf books, 3 in., in steel vault. Main Office, 3d floor. (1564)

60. PROMISSORY NOTES, Nov. 13, 1934 to date. Promissory notes received for loans granted by and discounted by this bank. Filed alphabetically. (Daily, official.) 5 x $9\frac{1}{2}$ cards, 8 ft., in 12 drawers of steel filing cases in vault. Main Office, 3d floor. (1557)

61. ADVICES OF PAYMENTS, Jan. 1, 1935 to date. Record of acknowledgments of payments received by this bank on notes assigned by various production credit associations to this bank. Filed alphabetically. (Daily, official.) $3\frac{1}{2}$ x $8\frac{1}{4}$ cards, 16 ft., in 8 drawers of steel filing cases. Main Office, 3d floor. (1551)

62. RECORDS OF NOTES PURCHASED, Jan. 1, 1935 to date. By Federal Intermediate Credit Bank from various production credit associations. Filed alphabetically. (Daily, official.) $8\frac{3}{4}$ x 14 loose-leaf books, 3 ft., in steel vault. Main Office, 3d floor. (1559)

63. DUPLICATE VOUCHER CHECKS, Apr. 1, 1935 - Apr. 1, 1936. Duplicates of checks issued to borrowers. Filed numerically. (Rarely, official.) 8 x 11 papers, 6 ft., in 8 pasteboard boxes. Storage Room, 3d floor. (1501)

64. DUPLICATE VOUCHER CHECKS, Apr. 1, 1936 to date. Duplicates of checks issued to borrowers. Filed numerically. (Daily, official.) 8 x 11 loose-leaf books, 1 ft. 6 in., in steel vault. Main Office, 3d floor. (1558)

Production Credit Corporation

65. ADVICES OF STOCK ISSUED, Nov. 28, 1933 to date. Forms PCA-112A and PCA-112B, stock issued or canceled, showing names of stockholders, classes of stock, number of shares, and amounts; authorizations for the transfer, retirement, or conversion of capital stock for class A stock certificates issued by the Production Credit Corporation. Filed numerically. (Daily, official.) 10 x 13 folders, 4 ft., in 2 drawers of steel filing case. Main Office. (1531)

66. BUDGET OF LOANS, INCOME, AND EXPENSES, Nov. 28, 1933 to date. Number and amount of loans including renewals, amount of income and expenses, operating gains or losses. Filed alphabetically. (Daily, official.) 10 x 13 folders, 1 ft. 6 in., in drawer of steel filing case. Main Office. (1532)

67. REPORTS, Nov. 28, 1933 to date. Forms PCA 108, FCA 91-F & R, reports on statements of condition, assets and liabilities; profit and loss statements, reconciliation of undivided profits, certifications by secretary or treasurer; loans not rediscounted with the Federal Intermediate Credit Bank; investigators' reports. Filed alphabetically. (Daily, official.) 10 x 13 folders, 6 ft., in 3 drawers of steel filing case. Main Office. (1528)

68. CORRESPONDENCE AND REPORTS, Nov. 28, 1933 to date. Applications and loans, advices from FICB, and action taken. Filed geographically. (Daily, official.) 10 x 13 folders, 68 ft., in 35 drawers of steel filing cases. Main Office. (1538)

69. CORRESPONDENCE, LEGAL, Nov. 28, 1933 to date. Relative to legal matters concerning loans. Filed alphabetically. (Daily, official.) 10 x 13 folders, 4 ft., in 8 drawers of steel filing case. Main Office. (1535)

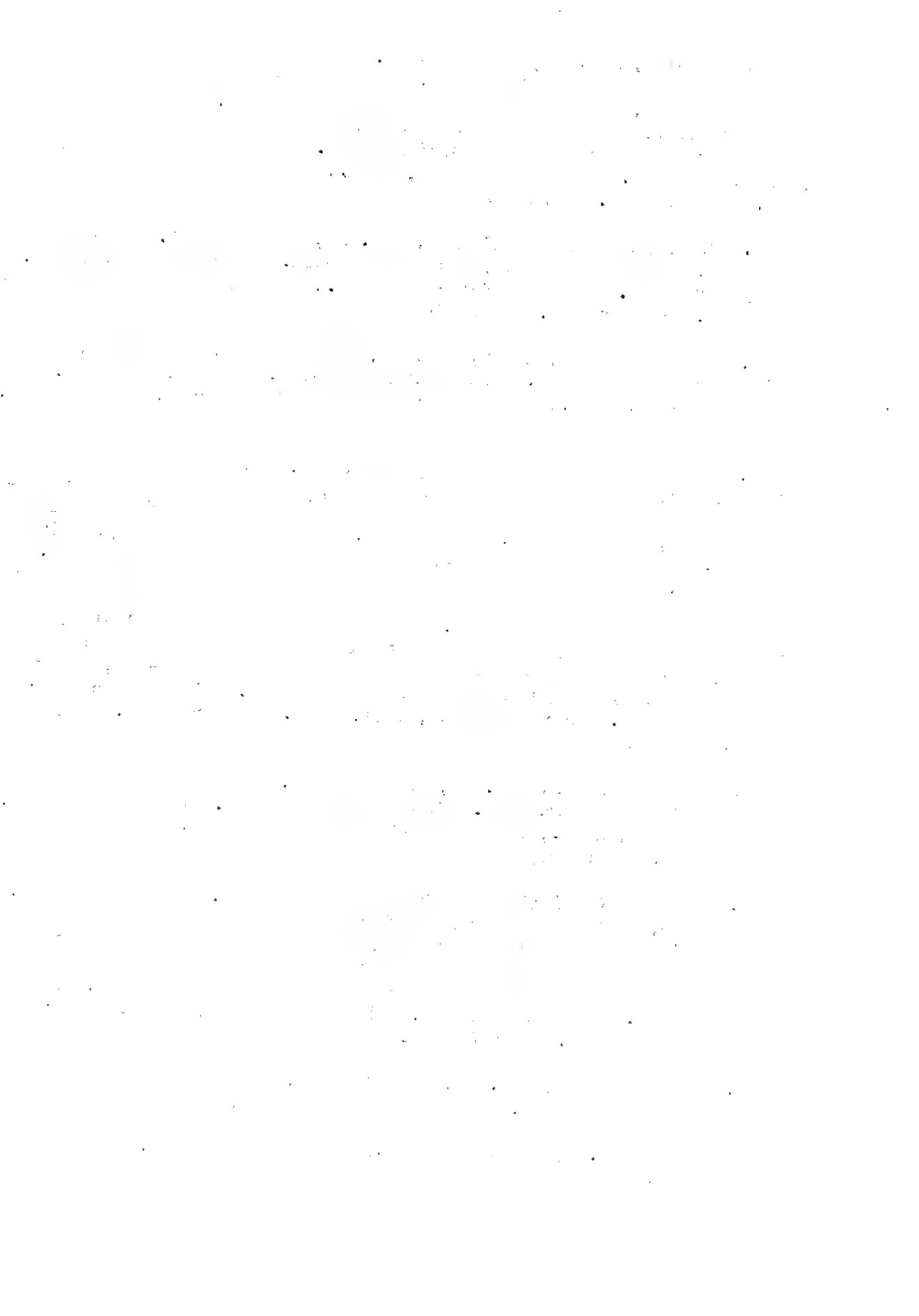
70. DISBURSEMENT ORDERS AND INVOICES, Nov. 28, 1933 to date. Forms PCC-125, disbursement orders showing dates, purposes, and names and addresses of payees; Forms PCC-123, statements of accounts showing names of creditors, dates, items, and remarks. Filed geographically. (Daily, official.) 6 x 9 folders, 6 ft., in 2 drawers of steel filing case. Main Office. (1537)

71. SUBSIDIARY LEDGERS, Nov. 28, 1933 to date. Forms PCC-104, accounts receivable; Forms PCC-105, amounts due to associations; Forms PCC-106, bonds sold under repurchase agreement; Forms PCC-107, securities; Forms PCC-108, class "A" capital stock investment. Filed alphabetically. (Daily, official.) 8 x 10 $\frac{1}{2}$ cards, 1 ft. 6 in., in card file. Main Office. (1533)

72. CORRESPONDENCE, Nov. 28, 1933 to date. Concerning official business of regional manager. Filed alphabetically. (Daily, official.) 10 x 13 folders, 2 ft., in drawer of steel filing case. Regional Manager's Office. (1509)

73. EXAMINATION REPORTS AND CERTIFICATIONS, Nov. 28, 1933 to date. Form FCA-135, reports on persons applying for loans; schedules showing applicants' income from poultry; corporations for loans; applications for potato loans; applications for oyster loans; reports by reviewing inspectors; lists of property offered or available as security. Filed alphabetically. (Daily, official.) 10 x 13 folders, 2 ft., in drawer of steel filing case. Main Office. (1522)

74. STOCK RECORDS, Nov. 28, 1933 to date. Forms PCC-114 and 116, ledger for class A stock, indicating associations, names of stockholders, dates, number of shares issued or retired, and debit and credit balances. Filed numerically. (Daily, official.) 4 x 6 cards, 1 ft., in drawer of card cabinet. Main Office. (1525)



75. BANK STATEMENTS AND CANCELLED CHECKS, Feb. 1, 1934 to date. Bank account reconcilements; statements and vouchers; cancelled checks. Filed chronologically. (Frequently, official.) $8\frac{3}{4}$ x $9\frac{3}{4}$ envelopes, 4 ft., in 2 drawers of steel filing case. Main Office. (1534)

76. PERSONNEL REPORTS, Oct. 12, 1934 to date. Certification of the personnel of production credit associations and also other personnel reports. Filed alphabetically. (Daily, official.) 10 x 13 folders, 2 ft., in drawer of steel filing case. Regional Manager's Office. (1506)

77. PERPETUAL STOCK INVENTORY, Nov. 28, 1934 to date. Form PCC 122, inventory of corporation property, showing descriptions of property, dates received, order numbers, cost and selling prices per unit, names of vendors, amounts received, amounts delivered, and balances on hand. Filed numerically. (Daily, official.) 5 x 8 cards, 1 ft. 6 in., in 2 drawers of card cabinet. Main Office. (5136, 1524)

78. BUDGET WORK SHEETS, Jan. 1, 1936 to date. Work sheets pertaining to operating expenses of various credit associations, budget controls, and summaries of operations. Filed alphabetically. (Daily, official.) $15\frac{1}{2}$ x 17 loose-leaf books, 3 in., in drawer of desk. Main Office. (1523)

79. ACCOUNTING RECORDS, Nov. 28, 1936 to date. FCA Form 134-F & R, PCC-100, 101, 102, 103, 110, 115 F & R, and miscellaneous accounting records, including journal cash record, daily trial balance ledger, expense ledger, bank reconcilements, cash receipts and disbursements, summary of loan applications, journal voucher ledger, and record of shares of class "B" stock. Filed alphabetically. (Daily, official.) Various sized loose-leaf books, 4 ft., in 2 drawers of steel filing case and on desk. Main Office. (1530)

80. PERSONNEL HISTORY AND SERVICE RECORDS, Nov. 28, 1936. Indicating as to each employee his name, position, nature of duties, previous employers, date of original appointment, subsequent changes, and salary. Filed alphabetically. (Daily, official.) 10 x 13 folders, 2 ft., in drawer of steel filing case. Regional Manager's Office. (1508)

81. REPORTS AND CORRESPONDENCE, Nov. 28, 1936 to date. Reports and correspondence concerning personnel of corporation. Filed alphabetically. (Daily, official.) 10 x 13 folders, 2 ft., in drawer of steel filing case. Regional Manager's Office. (1507)

82. STATEMENTS ON LOAN CONDITIONS, Nov. 28, 1936 to date. Monthly statements received from associations in field concerning condition of loans, showing name of each borrower, balance due, amount paid since last report, and comments. Filed alphabetically. (Daily, official.) 10 x 13 folders, 2 ft., in drawer of steel filing case. Main Office. (1539)



WORCESTEREMERGENCY CROP AND FEED LOAN OFFICE
Federal Bldg., Franklin Sq.

This office was established in the spring of 1932. Its records are in good condition and safely and accessibly kept in modern equipment.

83. CORRESPONDENCE FILES, Mar. 1932 to date. Correspondence relative to loans and grants. Filed chronologically. (Daily, official.) 9 x 12 folders, 2 ft. 6 in., in 2 drawers of filing case. R. 401. (106)

84. RECORDS OF LOANS, Mar. 1932 to date. Records of loans and grants made by this office; also, reports of credit. Filed chronologically. (Daily, official.) 8 x 14 vol., and 9 x 12 folders, 5 ft. 5 in., in 2 drawers of filing case. R. 401. (107)





